

REQUEST FOR PROPOSALS

for

2010–2015

CONSOLIDATED PLAN

For a consortium of the Cities of Cupertino,
Gilroy, Mountain View, Palo Alto, San Jose,
Santa Clara, Sunnyvale
and the Santa Clara Urban County

(The Santa Clara Urban County jurisdiction includes
the unincorporated areas within Santa Clara County
in addition to seven small jurisdictions: Campbell, Los Altos,
Los Altos Hills, Los Gatos, Morgan Hill, Monte Sereno and Saratoga.)

Proposal Due Date:

On or before May 21, 2009

No later than 5:00 p.m.,

Pacific Standard Time

Neighborhoods Division
Community Development Department
500 Castro Street
Mountain View, CA 94041
Phone: 650-903-6379

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CONSOLIDATED PLAN RFP SUMMARY AND TIME LINE

PROJECT: Various tasks for completion of 2010-15 Consolidated Plans for the referenced jurisdictions.

DESCRIPTION: The consortium is seeking proposals to prepare: (1) a background report for the 2010-15 Consolidated Plan; (2) the 2010-15 Consolidated Plan document that will cover the period from July 1, 2010 to June 30, 2015; and (3) the annual Action Plan for the period beginning July 1, 2010 to June 30, 2011. The Consolidated Plan and Action Plan are due to HUD on May 15, 2010, but must be approved by the governing bodies of the participating jurisdictions no later than April 15, 2010 in order to allow packaging and delivery time for submittal of the document to HUD.

PROPOSAL DUE DATE: Proposers should submit ten (10) compact disc copies and ten (10) unbound, original colored copies of their proposal to the consortium of Mountain View by **May 15, 2009** no later than **5:00 p.m.** at the following address:

**Neighborhoods and Housing Division
Attention: Regina Adams
Community Development Department
500 Castro Street
Mountain View, CA 94041**

Proposals not received by the date and time specified **WILL NOT BE ACCEPTED.**
Faxed submittals will not be accepted.

There will not be a public bid opening.

COST INFORMATION: Each participating jurisdiction will establish a final budget based on responses to this RFP. Consultants responding to this RFP should provide itemized, per-task costs for each jurisdiction. Each jurisdiction has the option to negotiate with the selected consultant(s) on the addition or deletion of tasks to arrive at a final contract amount.

CONTRACT FOR PROFESSIONAL SERVICES: The selected consultant(s) will be expected to enter into a Contract for Professional Services with one (1) governing jurisdiction (the County of Santa Clara). The governing jurisdiction (County of Santa Clara) will enter into subagreements with participating jurisdictions. A sample of each jurisdiction's contract with specific insurance requirements is provided in Exhibit C.

CONTACT: Regina Adams, Senior Planner
City of Mountain View
500 Castro Street
Mountain View, CA 94041
650-903-6049
regina.adams@mountainview.gov

INFORMATION MEETING: The consortium will host an informational meeting to brief interested consultants on the requested tasks and answer questions. The date, time and location of the meeting are provided below:

**Information Meeting
for the
2010-15 Consolidated Plan
April 16, 2009
10:00 a.m.-12:00 noon
County of Santa Clara Office of Affordable Housing
2310 North First Street, Suite 100
San Jose, CA 95131**

Please RSVP at *regina.adams@mountainview.gov* or (650) 903-6049 no later than April 10, 2009 if you plan to attend the Information Meeting.

SECTION I: INTRODUCTION

A. Background

In late 1994, the U.S. Department of Housing and Urban Development (HUD) created the requirement for the Consolidated Plan, a comprehensive planning document of the local government and application for funding under any of the Community Planning and Development formula grant programs. The grant programs are Community Development Block Grant (CDBG) program, HOME Investment Partnerships (HOME) program, Emergency Shelter Grant (ESG) program and Housing Opportunities for Persons with AIDS (HOPWA) program. Other Federal programs also require that the jurisdiction receiving funds directly from HUD have an approved Consolidated Plan or that the application is consistent with the HUD-approved Consolidated Plan.

The statutes governing the grant programs set forth three basic goals for jurisdictions that use the funds:

- Decent housing
- Suitable living environment
- Expansion of economic opportunities

Each jurisdiction must state in the Consolidated Plan how it will pursue these goals for all community development programs, as well as all housing programs. Within the Consolidated Plan, the programs are typically outlined as strategies for effective, coordinated local and regional approaches to meeting stated objectives. The strategies are prioritized and generally describe how jurisdictions will use HUD and local resources to implement the programs.

The Consolidated Plan also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context. The consortium envisions the preparation of the 2010-15 Consolidated Plan as a collaborative process whereby participating jurisdictions establish a unified vision for regional activities and implement local community development actions to address needs specific to certain jurisdictions.

Consolidated Plan regulations are found at Part 24 of the Code of Federal Regulations (CFR) in Section 91. The introduction to the Consolidated Plan regulations is in the Federal Register of January 5, 1995, Volume 60, No. 3. CDBG regulations can be found at Part 24 of the CFR, Section 570.

HUD has issued guidelines for preparing the Consolidated Plan, which can be found on the agency's websites at:

<http://www.hud.gov/offices/ConPlan/about/rulesandregs/conplan/index.cfm>

AND

<http://www.hud.gov/offices/ConPlan/about/conplan/improvement/pilots/index.cfm>

Each of the participating jurisdictions administers its own CDBG, HOME, ESG and HOPWA programs and coordinates its own application and monitoring processes for all of the Consolidated Plan programs. All of the jurisdictions participating in this RFP are on a July 1 to June 30 fiscal year with application cycles beginning in October-November. HUD requires that jurisdictions submit an annual Action Plan prior to the start of every fiscal year that describes how Federal funds will be used toward implementing the programs and actions outlined in the Consolidated Plan. In complement to the Action Plan is the year-end Consolidated Action Plan Annual Report (CAPER) due September 30, which contains details as to how the

Federal funds were spent and which activities were completed for the preceding fiscal year.

B. Purpose

The consortium is seeking a consultant to develop a Background Report and Consolidated Plan incorporating information from the Background Report that is consistent with HUD guidelines and covers the period beginning on July 1, 2010 and ending on June 30, 2015. The consortium is requesting proposals from qualified firms and individuals with proven experience in developing a Consolidated Plan or similar planning documents. The consortium intends to submit the Consolidated Plan to HUD by May 15, 2010.

In addition to meeting the Federal requirements and deadline for a Consolidated Plan, the consortium is interested in encouraging meaningful public participation in the Consolidated Plan process, especially by low- and moderate-income people. The selected consultant would be expected to confer with a broad spectrum of public and private agencies that provide subsidized and assisted housing and health and social services. When applicable and if appropriate, initiatives and programs, such as Destination Home, which focuses on creating permanent supportive housing combined with comprehensive services for chronically homeless households, should be referenced. The resulting 2010-15 Consolidated Plan should provide a direct link between community goals/objectives and priority needs and should include clear direction for implementation in the accompanying Action Plan framework requested in this RFP and future one-year Action Plans.

Several jurisdictions have a two year funding cycle for public service agencies. As part of an effort to streamline the process for agencies seeking funding from multiple jurisdictions and conserve agencies' resources, the consortium is requesting that the selected consultant(s) prepare a uniform application and reporting and monitoring forms (Refer to Task I in Section III—SCOPE OF SERVICES). The resulting forms should be in a template that is universal (MS Word or other widely used document processing format). Some jurisdictions might ask information that is specific to their communities, so the format should be flexible enough to allow for additional questions/information.

SECTION II. SUMMARY OF SERVICES AND DELIVERABLES

A. Summary of Requested Services

The services to be performed under the proposal include but are not limited to:

1. Consultation with public and private agencies as outlined in 24 CFR §91.100, including those that provide assisted housing, homeless service providers and agencies, health services and social services; State or local health and child welfare agencies regarding lead-based paint hazards; adjacent units of local government, including planning agencies; public housing authorities; and jurisdictions receiving HOPWA funds within the eligible metropolitan statistical area;
2. Using needs information obtained through data collection, consultation and citizen participation (through surveys, interviews or other methods) to make recommendations for a Strategic Plan as outlined in §91.215 and for any policy issues;
3. Citizen participation activities such as publishing information; coordinating meetings, focus groups and hearings; summarizing and responding to public comment as outlined in 24 CFR §91.100;
4. Preparation of presentation materials for community meetings, public hearings and governing body hearings, in appropriate quantities for distribution and in an electronic format suitable for web posting;
5. Preparing and presenting the Draft 2010-15 Consolidated Plan and Draft 2010-11 Action Plan, with applicable graphics, maps, community information handouts and photographs to the public for comment and to governing entities for their comment and for approval as stated in E—Task List for the Consultant in this Section of the RFP. The documents should be thorough, complete, contain a format and structure that meets Federal regulations and that are ultimately approved by HUD;
6. Summarizing recommendations of the 2010-15 Consolidated Plan into a reader-friendly Executive Summary using graphs, tables, pictures and charts;
7. Preparation of the Final 2010-15 Consolidated Plan, 2010-15 Action Plan template and a uniform application and reporting document that could be used by jurisdictions in the consortium in implementing the 2010-15 Consolidated Plan; and

8. Preparation of a uniform application and monitoring forms that can be used by all participating jurisdictions as stated in Task I.

B. Summary of Deliverables

1. Background Report comprised of statistical information, data collection, a housing market analysis (§91.210), including associated charts and narratives, a housing and homeless needs assessment (24 CFR § 91.205) and a Citizen Participation Plan—refer to Task A. The information shall be prepared with reference to the entire County and then applied to each participating jurisdiction.

2. Draft Consolidated Plan

Consultant to provide consortium with twenty (20) compact disc copies and thirty (30) unbound, colored original copies of the Draft 2010-15 Consolidated Plan in *Section II-SCOPE OF SERVICES*, Task E and the Final Draft 2010-15 Consolidated Plan in Task F that contains an Executive Summary, incorporates the background information and other requested report contents.

3. Draft and Final 2010-2011 Action Plan

- a. Consultant to provide consortium with twenty (20) compact disc copies and thirty (30) unbound, colored original copies of the Draft 2010-11 Action Plan requested in Task G.1 of *Section II—SCOPE OF SERVICES* that contains an Executive Summary and incorporates the contents stated in Task G.1 and other relevant information.
- b. Consultant to provide consortium with twenty (20) compact disc copies and thirty (30) unbound, colored original copies of the final version of the 2010-11 Action Plan in this *Section II.B.3.1*.

4. Final Draft 2010-15 Consolidated Plan

Consultant to provide consortium with twenty (20) compact disc copies and thirty (30) unbound, colored original copies of the Final 2010-15 Consolidated Plan in Task F.

C. Implementation Schedule

The consultant shall provide sufficient staffing and be available as needed to complete the 2010-15 Consolidated Plan and 2010-11 Action Plan by March 30,

2010, in time for participating jurisdictions to hold their approval hearings and submit the documents to HUD, prior to that agency's May 15, 2010 submittal deadline.

THE FOLLOWING SCHEDULE MAY BE ALTERED AT ANY TIME BY THE CONTRACTING JURISDICTION WITHOUT PRIOR NOTIFICATION.

ACTIVITY	COMPLETION DATE
Draft RFP reviewed by Consortium	February 19, 2009
RFP Released	March 2009
RFP Submittal Deadline	May 21, 2009
Evaluation of Proposals Completed; Possible Interviews	June 2009
Contract Approval and Initiation of Work	July 2009
Task A—Background Data Collection and Report	September 2009
Task B—Goals/Visioning Meetings	October 2009
Task C—Community Needs Assessment	October 2009
Task D—Analysis of Impediments to Fair Housing	November 2009
Tasks E and G—Preparation of Draft 2010-15 Consolidated Plan and Draft 2010-2011 Action Plan	December 2009
Review of Draft 2010-15 Consolidated Plan and Draft 2010-11 Action Plan by Participating Jurisdictions	January 2010
Circulation of Draft Consolidated and Action Plans	February-March 2010
Task F and G - Preparation of Final 2010-15 Consolidated Plan and Final 2010-11 Action Plan	March 2010
Adoption of Final 2010-15 Consolidated Plan and Final 2010-11 Action Plan by Participating Jurisdictions (Refer to Section III-Scope of Services, Tasks F and G.2)	April 2010
Consolidated Plan Submittal to HUD	May 15, 2010
Task I—Uniform Funding Application and Monitoring Forms	December 2010

D. Consortium Responsibilities

Jurisdictions within the consortium will be responsible for preparing all information and completing all tasks that are not marked in *E—Task List for the Consultant* below. The consortium will designate a contract manager who will be available on a limited and negotiated basis to coordinate activities with the consultant. At a minimum, the contract manager will be available for monthly meetings with the consultant to review progress, discuss policy issues and coordinate activities. Consortium staff with responsibility for the CDBG program, HOME, ESG and HOPWA coordination, community development implementation, Federal applications and housing activities will be available for consultations. The consortium will be responsible for the governing body staff reports accompanying the Consolidated Plan.

The selected consultant should prepare the proposal with the assumption that it will have primary responsibilities for activities such as publicizing and coordinating meetings with representatives of target groups and public and private consultation with agencies. The consortium contract manager will help to identify available data and resources. Consortium staff will arrange for meetings with elected public officials, if necessary. The consultant will be responsible for travel, reproduction and mailing coordination and costs. The proposal should specifically describe assumptions with regard to the consortium's role (see *Section IV—Proposal Format and Content*).

E. Task List for the Consultant

The consortium's participating jurisdictions would like the check-marked tasks completed. Responses to this RFP should, to the degree possible and where feasible, itemize the tasks for each jurisdiction, to allow flexibility in amending tasks based on their approved Fiscal Year 2009-10 budgets. (Refer to *IV—Proposal Form and Content* under Section E—Fee Schedule for guidance on submitting a proposed budget.) The consortium understands that some tasks may not be itemized due to their general applicability to all of the jurisdictions. Profiles of each participating jurisdiction can be found in Exhibit B.

**2010-15 CONSOLIDATED PLAN
TASKS FOR CONSULTANT FOR EACH JURISDICTION**

Jurisdiction		Cupertino	Gilroy	Mtn. View	Palo Alto	San Jose	Santa Clara City	Sunnyvale	Santa Clara Urban County**
Tasks									
A	Background Report	✓	✓	✓	✓	✓	✓	✓	✓
B	Goals/ Visioning Meetings	✓		✓	✓	✓		✓	✓
C	Community Needs Assessment	✓	✓	✓	✓	✓	✓	✓	✓
D	Analysis of Impediments to Fair Housing	✓	✓	✓	✓	✓		✓	✓
E	Preparation of Draft Consolidated Plan	✓	✓	✓	✓	✓	✓	✓	✓
F	Preparation of Final Consolidated Plan	✓	✓	✓					✓
G	Preparation of Draft and Final Action Plan Template	✓	✓	✓	✓	✓		✓	✓
H	Public Meeting/ Hearing Facilitation	✓	✓	✓					✓
I	Uniform Application and Reporting and Monitoring Forms	✓	✓	✓	✓	✓	✓	✓	✓

** NOTE: The Santa Clara Urban County jurisdiction includes the unincorporated areas within Santa Clara County in addition to the following seven jurisdictions: Campbell, Los Altos, Los Altos Hills, Los Gatos, Morgan Hill, Monte Sereno, and Saratoga.

SECTION III: SCOPE OF SERVICES

In compliance with relevant Title 24 of the Code of Federal Regulations governing Consolidated Plans, the scope of these services entails:

- Collecting and compiling U.S. Census data, housing market data and information from local and regional nonprofit agencies that serve special-needs populations;
- A housing market analysis of participating jurisdictions within Santa Clara County summarizing community profiles and characteristics affecting supply and demand for market-rate and subsidized housing;
- An analysis of impediments to fair housing on a County-wide basis and, where applicable, specific to the participating jurisdictions;
- Preparation of a comprehensive Background Report containing a summary of the data collected and compiled, the housing market analysis and the housing and homeless needs assessment; and
- As requested by participating jurisdictions, preparation and submission of the following items and or performance of duties:
 - Draft and final Consolidated Plans and Action Plans.
 - Facilitation of community meetings to gather input on community needs and barriers to housing and services for low-income households and areas within the participating jurisdictions.
 - Attendance at public hearings to consider and adopt the 2010-15 Consolidated Plan.

Participating jurisdictions that already have some or all of this information available will submit it to the consultant to complete Tasks A and C.

The consortium is currently seeking a consultant to perform the following tasks:

A. Data Collection and Background Report

The consultant shall collect and compile information from the following data sources pertaining to participating jurisdictions that are necessary for completion of this task and Tasks E through G.

1. Data Collection

- a. U.S. Census 2000 Data
- b. Housing Market Data
- c. Local Homeless Organizations
- d. Agencies serving seniors and special needs populations
- e. Other information that would be necessary to perform Tasks B and C.

2. Housing Market Analysis

Conduct a housing market analysis of Santa Clara County for the consortium, in compliance with Title 24, Section 91.210(a), (b), (c) and (d) of the Code of Federal Regulations and other applicable HUD guidelines. Consultant should identify and include any maps and supplemental information helpful to preparing the Consolidated Plan and Action Plan required by HUD.

a. Housing Profile

A current evaluation of the condition of market-rate and subsidized housing by housing type (single-family owner-occupied, single-family rental, large and small multi-family owner-occupied and rental, manufactured housing, shelters and other housing for special-needs households) and location, using indicators in the 2000 Census and the 2007 American Community Survey (ACS), including:

- i. Number of housing units;
- ii. Age of units;
- iii. Vacancy rates;

- iv. The number and location of subsidized, including public housing units;
- v. The identification of housing at risk of losing affordability and mechanisms, both existing and proposed, that could be feasibly implemented to preserve the housing stock; and
- vi. The number and types of habitable and inhabitable units and units containing lead and other hazards.

b. Housing and Homeless Needs Assessment.

An assessment of the consortium's housing and homeless needs respective to the housing supply. The assessment should evaluate the following types of households:

- i. The numbers and types of households who are cost-burdened and severely cost-burdened;
- ii. The number and types of households living in substandard and overcrowded housing;
- iii. Housing demands of special-needs households (disabled households and housing for persons with HIV/AIDS);
- iv. Areas of concentration of racial/ethnic minorities and/or low-income families, depicted by narrative and visually clear maps with clearly defined boundaries; and
- v. Other information deemed necessary to complete the assessment.

c. Affordability Analysis

- i. Calculation of the affordability gap, represented by the difference between the market rental and ownership costs respective to the housing costs affordable to the following income categories: extremely low, low, very low, moderate, and above moderate.
- ii. Projections of future household income growth and affordability gaps (if applicable) for the five-year 2010-15 Consolidated Plan period.

NOTE: Many jurisdictions are in the process of revising their General Plan Housing Elements. Housing Elements set standards and goals for housing unit production for various income levels in the community. Jurisdictions usually complete a Housing Market Analysis as part of the Housing Element revision and may already have much of the information requested under this task. For the purpose of responding to this RFP, the consultant should assume that the jurisdiction has not completed this task.

3. Citizen Participation Plan

The selected consultant shall develop a Citizen Participation Plan by August 31, 2009 in order to precede the Goals/Visioning Process in Task B. The Citizen Participation Plan is a guideline for participating jurisdictions to follow when conducting outreach to identified target groups for the Consolidated Plan and annual Action Plan and year-end reporting (CAPER) processes. The consultant should incorporate the Citizen Participation Plan into the draft and final versions of the 2010-15 Consolidated Plan.

B. Goals/Visioning

Gathering input from the consortium's stakeholders and public is crucial to the Consolidated Plan revision process.

1. Community Forums

The chosen consultant will be expected to plan and facilitate up to three (3) community meetings, workshops or other mechanisms sufficient to get relative input from a cross-section of the community as directed by the subcommittee overseeing the process. Information from the forums will be used to develop new and/or revise or refine existing Consolidated Plan goals.

2. Goals Visioning Summary

Upon completion of Task B.1, consultant will prepare a report summarizing activities performed in Task B.1. The report should contain proposed 2010-15 Consolidated Plan goals and objectives.

Some jurisdictions plan to conduct their own Goals/Visioning sessions. In these cases, the participating jurisdictions will submit summaries of their processes so that the information can be incorporated into the

2010-15 Consolidated Plan. It is understood that there will be regional goals and objectives common to all of the participating jurisdictions.

C. Housing and Community Needs Assessment

The selected consultant will identify community needs and perform an assessment of existing programs and services that currently benefit low-income households and areas and special needs populations.

1. Using input from the public, social-service agencies, surveys, interviews and comments from other entities received during the public participation process in Task B, identify and prioritize community needs for lower-income households and areas:
 - a. Needs related to
 - i. Infrastructure
 - ii. Public service programs
 - iii. Services and facilities targeting specific populations, e.g. homeless households, youth and seniors
 - iv. Foreclosure prevention and resale and/or reuse of foreclosed and abandoned properties
 - v. Services for job training and job readiness
 - vi. Programs addressing long-term and/or widespread unemployment.
 - b. Needs related to special-needs households, including:
 - i. The elderly
 - ii. Single person-headed households
 - iii. Large families
 - iv. Section 8 tenant-based families
 - v. Persons with HIV/AIDS and their families

- vi. Persons with physical disabilities
 - vii. Persons with mental disabilities
 - viii. Victims of domestic violence
 - ix. Persons at-risk of homelessness (e.g., persons with extremely low incomes, persons living in transitional housing and persons living in overcrowded units)
 - x. Youth transitioning from foster care
2. Evaluate existing programs and services to meet the needs identified above.
 - a. Note any deficits between need/demand and supply for services and programs.
 - b. Prioritize services and programs by evaluating and make recommendations for existing services and programs.
 3. Generate required HUD tables, prioritizing housing needs and services noting any differences between or among the jurisdictions and the basis for determining the prioritization. A few of the participating jurisdictions have been designated to receive Federal Neighborhood Stabilization Program (NSP) and stimulus funds from HUD to address a high number of foreclosures, concentrated and long-term unemployment and chronic homelessness. The selected consultant will be required to prepare any tables, charts or information associated with the NSP or stimulus funding that would be required by HUD for the 2010-15 Consolidated Plan.

D. Analysis of Impediments to Fair Housing

For this section, the consultant shall collect and analyze quantitative and qualitative data about: (1) the factors limiting the development of affordable housing; and (2) barriers to accessing housing opportunities in Santa Clara County. Completion of this task would include a review of all housing and land use policies, fees and charges associated with the development of housing, support or resistance to affordable and/or high-density housing development and the costs of housing development. Much of the data would be collected during completion of

Tasks A through C. This section should include the any additional information required for HUD Consolidated Plans, including, but not limited to:

1. An identification of racial and ethnic groups with disproportionate housing needs;
2. An identification of any concentrations of households by race/ethnicity and income; and
3. An identification of the County's housing stock that is most at risk of containing lead-based paint or other material hazards.

E. Preparation of Draft 2010-15 Consolidated Plan

Consultant shall prepare Draft 2010-15 Consolidated Plan, including completion of HUD-required tables and appendices, the Citizen Participation Plan and Strategic Plan, for circulation to solicit community input and comment.

1. Report Contents
 - a. Source documentation and data (Task A);
 - b. Interim reports, memoranda, addendums, etc. (Task A);
 - c. Public announcements as published or script if broadcast (Task B);
 - d. Information packets, surveys, questionnaires, materials handed out at public meetings (Tasks B and C);
 - e. Formalized notes from and/or descriptive narrative of events (Tasks B and C);
 - f. Summaries of discussions with community groups, advocates, stakeholders, and other comments (Task C); and
 - g. Strategic Plan component.
 - i. Indicate general priorities for allocating funds to the various housing and community development needs identified in the plan;
 - ii. Indicate the basis or reason behind the priority level (and relative priority) given to each category of priority need;

- iii. Identify any obstacles to meeting undeserved needs;
 - iv. Summarize specific objectives for meeting the needs in each priority area and describing funds (Federal, State and local public and private-sector) that are reasonably expected to be made available to address needs;
 - v. Address a variety of issues within categorical needs, such as the homeless, special-needs populations, housing and community development; and
 - vi. For each specific objective, identify quantifiable proposed accomplishments.
2. Consultant to provide:
- a. Twenty (20) compact disc copies. The compact disc copies should contain a WORD format and .pdf format for the document text. Maps and incorporated graphics that are not compatible with Microsoft WORD could remain as .pdf files.
 - b. Thirty (30) unbound, original colored copies.

F. Preparation of the Final 2010-15 Consolidated Plan

1. Upon completion of Task E, consultant shall refine the Draft 2010-15 Consolidated Plan into a final document for the participating jurisdictions' City Councils' or the Board of Supervisors' consideration and HUD approval, incorporating revisions as directed by jurisdiction staff and incorporating copies of written public comments, summaries of verbal comments and responses. Should HUD not approve the Consolidated Plan, the consultant **must** bring the document(s) to an acceptable level within a HUD-designated time frame.
2. Consultant to provide
- a. Twenty (20) compact disc copies. The compact disc copies should contain a WORD format and .pdf format for the document text. Maps and incorporated graphics that are not compatible with Microsoft WORD could remain as .pdf files.
 - b. Thirty (30) unbound, original colored copies.

G. Preparation of the Draft and Final 2010-11 Action Plan

1. Consultant shall prepare a framework/template for a Draft Action Plan containing the components below and for circulation in tandem with the Draft 2010-15 Consolidated Plan:
 - a. Summary of Citizen Participation
 - b. Available Funding and Resources
 - c. Performance Measurement System
 - d. Allocation Priorities and 2010-11 Implementation Actions
 - e. Map showing geographic distribution of activities within each participating jurisdiction
 - f. HUD-Required Reports and Tables
 - g. Certifications that each participating jurisdiction's governing body will approve.
2. Circulate Draft 2010-11 Action Plan for a 30-day review and comment period.
3. Final 2010-11 Action Plan Preparation. The selected consultant will revise the Action Plan upon direction from the participating jurisdictions for adoption by the consortium's governing bodies.

NOTE: Some jurisdictions may decide to prepare their own Action Plans. For purposes of this RFP, the consultant should list the cost of preparing the Action Plan template for all the participating jurisdictions.

H. Public Meeting/Hearing Facilitation

1. **Consultant shall facilitate at least one (1) meeting with the participating jurisdictions' Advisory Committees** to present the Draft 2010-15 Consolidated Plan and 2010-11 Action Plan and solicit public comments.
2. **Consultant shall facilitate at least two (2) public hearings**, one with the Planning Commission/Council and one with the City Council or Board of Supervisors, to present the Draft 2010-15 Consolidated Plan and 2010-11 Action Plan and solicit public comments.

I. Develop Uniform CDBG/HOME Funding Application and Monitoring and Reporting Forms

The consortium would like the chosen consultant to develop an application and corresponding reporting and monitoring forms for all participating jurisdictions. Uniform application and monitoring materials would help streamline the application process for agencies requesting funding from multiple jurisdictions. Uniform documents would also assist the agencies in collaborating on regional projects and projects that benefit target populations within the different jurisdictions. The application and monitoring form(s) should be in compliance with all HUD guidelines governing use of CDBG and HOME funds.

1. Develop a CDBG/HOME Funding application.
 - a. Gather input, information and existing application materials from participating jurisdictions.
 - b. Prepare the uniform application.
2. Develop reporting materials.
 - a. Gather input, information and existing monitoring materials from participating jurisdictions.
 - b. Prepare the monitoring report form(s).
3. Develop monitoring materials.
 - a. Gather input, information and existing monitoring materials from participating jurisdictions.
 - b. Prepare the monitoring report form(s).
4. Finalize application and monitoring forms.

Present application and monitoring materials to staff of participating jurisdictions for further input and revision or approval.

NOTE: Some participating jurisdictions do not receive HOME funding, so the application should be developed to accommodate the presence or absence of HOME funding.

J. Optional/Additional Tasks

Consultant may list tasks not already stated and/or recommend stated tasks be merged or deleted. Consultant may also recommend different approaches to completing the requested 2010-15 Consolidated Plan, 2010-11 Action Plan and accompanying materials in Task I, as long as the tasks are itemized and clearly stated in the fee and project schedules. The following optional tasks were proposed by participating jurisdictions:

1. Perform up to ten (10) cross-tabulations of American Community Survey multiple data elements as requested by participating jurisdictions.
2. As part of the Community Needs Assessment, conduct a survey (telephone or mail) to gather input selecting a cross-section of the participating jurisdictions' communities.

SECTION IV. PROPOSAL FORMAT AND CONTENT

In order to be considered for an award, the proposer **must** supply all of the information requested in this section of the RFP. The consortium will not accept a proposal that does not include the requested components or that fails to comply with these requirements. The consortium, however, reserves the right to waive any immaterial noncompliance which, based on the consortium's judgment, does not compromise the overall purpose and intent of the RFP. The proposal **must** include the sections listed below and must be submitted in the following format and order.

The consortium shall NOT consider responses unaccompanied by one (1) or more of the nine (9) required items identified below.

A. Table of Contents

A table of contents **must** be provided which identifies all major sections of the proposal by page number. All exhibits and attachments must also be identified and referenced by page number.

B. Introduction

Introduce yourself and/or your firm, providing at minimum, the following contact information:

- Name
- Title
- Business Address
- Billing Address (if different from Business Address)
- Work Phone number
- Mobile Phone Number
- Fax Number
- E-mail

State who will be the project manager and/or lead contact for the project. In this section, also identify any partner firms and/or consultants and subcontractors that will assist you in preparing the 2010-15 Consolidated Plan and 2010-11 Action Plan.

C. Experience

Present a profile of your and your team's or firm's experience in preparing Consolidated Plans, housing assessments, other types of similar long-range studies and/or working with Federally funded programs. The profile should contain the number of years of experience you and your team have in preparing studies similar to the one requested in this RFP. List any applicable certifications you attained or recent applicable trainings. The profile should also contain a list of Consolidated Plan or associated studies you/your team completed with a summary synopsis of what was entailed in completing the studies. You may include in your proposal copies of up to two (2) Consolidated Plans and/or similar studies that you prepared, along with resumés of principals, associated staff and subconsultants.

D. Work Plan

The work program portion of your proposal should:

1. Describe the major activities and processes with time lines consistent with *Section II.C—Implementation Schedule* or your recommended implementation schedule and necessary to provide the services and products outlined in *Section III—SCOPE OF SERVICES*;

2. Describe your approach to completing the requested tasks in *Section III—SCOPE OF SERVICES* and any recommended new or replacement tasks;
3. Organize your methodology or approach so that readers of your proposal will have a clear understanding of the tasks you plan to accomplish respective to your implementation schedule; and
4. Provide your outline of the proposed 2010-15 Consolidated Plan and 2010-11 Action Plan documents.

The work plan should detail any data and other information expected to be obtained through the consortium as well as describe specific portions of work that you expect the consortium to complete.

E. Fee Schedule

The consultant shall submit a fee schedule for completion of the scope of services and other tasks that may be necessary to prepare the requested 2010-15 Consolidated Plan and 2010-11 Action Plan. Indicate the task and the hourly rate for each person who will perform work on the task, including that for subcontractors and administrative staff. Include fees for optional or additional tasks not identified in this RFP that you/your team would use to complete the Consolidated and Action Plans. Partnerships and use of subconsultants for economic efficiency are encouraged.

Example of Fee Schedule Format

Assumptions:

4 jurisdictions: Jur 1, Jur 2, Jur 3, Jur 4

Jurisdictions 2 and 3 have similar demographics

Task No.	Person Performing Task	Hourly Rate	No. of Hours Spent For Jur 1	No. of Hours Spent For Jur 2-3	No. of Hours Spent For Jur 4	No. of Hours Spent For All Jurisdictions	Total for All Jurisdictions
A.1	Principal	\$95	1.5	3	2	6.5	\$617.50
	Senior Analyst	\$85	5	12	7	24	\$2,040
	Subconsultant	\$40	4	5	4	13	\$520
	Total Cost for Task A.1						\$3,177.50
A.2	Principal	\$95	1	2	1	4	\$380
	Senior Analyst	\$85	2	5	3	10	\$850
	Subconsultant	\$40	1	4	2	9	\$360
	Total Cost for Task A.2						\$1,266

Consultant(s) may use a different format to show the hourly rate and total costs to complete the tasks, but the cost for each person and the total cost for completing each task must be clearly shown.

The consultant(s) selected from this RFP process must submit monthly invoices with itemized tasks to the jurisdiction for which the task is completed. Invoices are due the 15th day of the month following the month in which work was completed. For example, for work completed in July 2009, the invoice would be due no later than August 15, 2009. Consultant(s) shall only be paid for tasks that are completed. Travel and materials shall not be reimbursed.

F. Project Schedule

The consortium would like the consultant to complete the Final 2010-15 Consolidated Plan and the 2010-11 Action Plan by March 30, 2010 for its governing bodies to consider for approval in April 2010. The schedule should contain the tasks necessary to complete the project and corresponding completion dates.

G. References

Provide three (3) professional references and associated contact information that can attest to your ability to perform tasks listed under the scope of services. At least two (2) of the three (3) references must be from clients for whom you prepared Consolidated Plans housing and similar studies within the last five years.

H. Noncollusion Declaration

Submit the signed, notarized original copy of the noncollusion statement in Exhibit A. By signing this statement, you are attesting that your response was submitted in earnest without fraudulent purpose or intent.

I. Drug-Free Workplace Certification

Submit the signed, original copy of the Drug-Free Workplace Certification in Exhibit A. By signing this certification, you are attesting that you will continue to promote a drug-free workplace by adhering to the measures stated within the certification.

SECTION V. PROPOSAL SUBMITTAL REQUIREMENTS

A. Submittal Deadline

Responses to this RFP are due **May 21, 2009 by 5:00 pm, PST**. Responses received after **May 21, 2009 by 5:00 p.m., PST** will not be considered. Postmarked responses received after the deadline shall not be accepted. Postmarks or facsimiles (FAX) transmission will not be accepted in lieu of this requirement.

B. Number of Copies

Consultants responding to this RFP shall submit:

1. Ten (10) compact disc copies of their proposal and ten (10) unbound, original copies.
2. Packaging: Responses should be submitted in a sealed envelope or container plainly marked "**CONSOLIDATED PLAN PROPOSAL**" and clearly showing the submitting party's name and return mailing address.
3. Proposals **MUST** be submitted either by mail or personal delivery to:

**Neighborhoods and Housing Division
Attention: Regina Adams, Senior Planner
Community Development Department
500 Castro Street
Mountain View, CA 94041**

Proposals sent to any other office will not be accepted.

SECTION VI. GENERAL INFORMATION

A. RFP Information

1. Whom to Contact for Information – Please direct all inquiries concerning this RFP to

Regina Adams
Senior Planner
City of Mountain View
Community Development Department
500 Castro Street
Mountain View, CA 94041
(650) 903-6049-phone
(650) 903-6048-fax
regina.adams@mountainview.gov

Proposers should contact only the individual identified above and are specifically directed not to contact other consortium staff for meetings, conferences or technical discussions related to the RFP unless otherwise directed.

2. Who May Submit Proposals—Proposals are invited from all parties with a demonstrated experience in developing approved Consolidated Plans or other similar long-range plans and strategies. Proposers should have a thorough knowledge of the Federal requirements for Consolidated Plans.

NOTE: Please refer to 24 CFR 85.36 for conflict-of-interest provisions. Essentially, this provision prohibits employees or agents of the consortium from participating in the selection, award or administration of a contract that might go to their direct relatives or anyone in business with them or their direct relatives.

3. Interpretations and Addenda

- The consortium reserves the right to amend, cancel or extend this RFP at any time without notice.
- The consortium is not obligated to choose persons or firms from responses to this RFP.
- The selected consultant shall sign a contractual agreement with the contracting jurisdiction prior to performing tasks listed under the scope of services.

- Any revisions to the RFP will be accomplished through addenda or supplements to the RFP and shall become part of the RFP. All addenda will be sent to all persons and entities for which the consortium sent copies of this RFP.
- 4. Proposer's Cost of Developing Proposal—Costs of developing and submitting proposals are entirely the responsibility of the proposer and shall not be chargeable in any way to the consortium or included in services provided by the selected consultant.
- 5. Confidentiality of Proposals—The consortium shall keep all proposals confidential until the evaluation process is completed and a contract has been awarded. Submission of a proposal shall constitute an agreement to public disclosure of the proposal after the award of the contract.
- 6. Disposition of Proposals—All proposals submitted become the property of the consortium.
- 7. Consortium Use of Ideas and Concepts—The consortium reserves the right to use any and all ideas or concepts in any proposal submitted and/or selected for the award of the contract.

B. The Contract

1. The successful proposer must agree to all terms and conditions of any resultant contract with the consortium as a condition of executing the contract.
2. The anticipated term of any resultant contract is from July 1, 2009 to December 31, 2010. However, the date of final execution of the contract shall be the governing factor as to the date of commencement of work. Work after the submission of the Consolidated Plan to HUD will be contingent on HUD's satisfaction with the Plan. **The consortium shall withhold the final 10 percent of the contract amount for completion of the 2010-15 Consolidated Plan and 2010-11 Action Plan (Section III, Tasks A through H) until a letter of approval from HUD is received by the consortium.**

SECTION VII. SELECTION PROCESS

A. Evaluation Process

Proposals shall be evaluated and a contract awarded in the following manner:

1. The City of Mountain View is administering this RFP process and will determine whether proposals meet the content and format requirements specified in the RFP.
2. All proposals meeting the format and content requirements shall then be submitted to an evaluation committee consisting of staff of participating jurisdictions, who will evaluate and score and rank the proposals.
3. All proposals meeting the requirements of the RFP will be rated using the evaluation criteria identified below. The evaluation committee **may** schedule interviews with the top candidates. Proposers will be notified of any additional required information or interviews after written proposals have been evaluated.
4. In the event that an agreement cannot be reached with the selected proposer, the consortium, at its sole discretion, shall have the right to negotiate with the next-ranking proposers until an agreement can be reached.
5. The consortium reserves the right to reject any or all submittals; request clarification of any submitted information; waive any informalities or irregularities in any submittals or cancel all or any portion of the selection proceedings at any time.
6. Proposals that contain false or misleading statements or which provide a reference that do not support an attribute claimed by the proposer may be rejected. If, in the opinion of the consortium, such information was intended to mislead the consortium in its evaluation, it will be the basis for rejection of the proposal.
7. The consortium will select a jurisdiction to manage the contact and form a subcommittee to provide oversight of the Consolidated Plan preparation process. The selected consultant will enter into one (1) contract with the managing jurisdiction and report to designated member(s) of the oversight subcommittee.

B. Evaluation Criteria

Selection committee members will assign points to responses based on the criteria listed below. For detail on body of proposal requirements, see *Section IV—PROPOSAL FORMAT AND CONTENTS*.

CRITERIA	MAXIMUM POINTS
Qualifications and Experience	30
Organization of the Work Flow Respective to the Implementation Schedule	10
Quality of Work Plan	30
Cost Feasibility for Requested and Optional Tasks	30
Total Possible Points	100

The consortium reserves the right to include any other factors not listed above as solely determined by the consortium if it is within the consortium's best interest.

SECTION VIII. CDBG ASSURANCES AND REQUIREMENTS

A. Assurances

The contractor shall become familiar and comply with and cause its subcontractors, employees and subrecipients, if any, to comply with all of the following applicable Federal, State and local laws, ordinances, codes and regulations. Failure of the contractor to understand law as described herein shall in no way relieve the contractor of its responsibility to adhere to same. The contractor assures and certifies to the consortium that:

1. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Act for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
2. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
3. It will give the sponsoring agency, through any authorized representatives, access to and the right to examine all records, books, papers and documents related to the grant.
4. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements and other administrative requirements.

5. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that facility to be used in the project is under consideration for listing by the EPA.
6. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development (HUD) as an area having special flood hazards.
7. It will assist the grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11592, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469c-1 *et seq.*) by: (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effect (see 46 CFR Part 800.8) by any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
8. It will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, in the provision of training, employment and business opportunities.
9. It will comply with provisions of Executive Order 11246, as amended, on equal employment opportunities and affirmative action relative to employees and applicants and nonexempt contracts and subcontracts.
10. It will comply with 24 CFR Part 35 of the HUD regulations prohibiting the use of lead-based paint in the construction or rehabilitation of residential structures.
11. It will comply with the requirements of the Clean Air Act, as amended, and the Federal Water Pollution Control Act.

12. It will comply with the Davis-Bacon Federal Labor Standards provision with respect to all construction contracts in excess of Two Thousand Dollars (\$2,000).
13. It will comply with the nondiscrimination requirements under Title VI of the Civil Rights Act of 1964 with respect to sale, lease or other transfer of land acquired, cleared or improved with grant assistance.
14. It will comply with 24 CFR Part 85 of the HUD regulations, known as the Common Rule.

B. Requirements

1. Subrecipients, except subrecipients which are governmental entities, shall comply with the following attachments to OMB Circular No. A-110, as noted in 24 CFR 570.502(b):
 - a. Attachment A, "Cash Depositories," except for Paragraph 4 concerning deposit insurance;
 - b. Attachment B, "Bonding and Insurance";
 - c. Attachment C, "Retention and Custodial Requirements for Records," except that in lieu of the provisions of Paragraph 4, the retention period for records pertaining to individual CDBG activities starts from the date of submission of the annual performance and evaluation report, as prescribed in 570.507, in which the specific activity is reported on for the final time;
 - d. Attachment F, "Standards for Financial Management Systems";
 - e. Attachment H, "Monitoring and Reporting Programs Performance," Paragraph 2;
 - f. Attachment N, "Property Management Standards," except for Paragraph 3 concerning the standards for real property, and except that Paragraphs 6 and 7 are modified so that in all cases in which personal property is sold, the proceeds shall be program income and that personal property not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient; and
 - g. Attachment O, "Procurement Standards."

2. The contractor shall comply with all applicable requirements of a subrecipient under 570.503 and 570.504 of the Federal Register.
3. Subrecipients shall comply with the requirements of Subpart K of the Community Development Block Grant Program Final Rule, "Other Program Requirements" found in sections of 24 CFR Part 570 as follows:
 - a. Constitutional Prohibition [j] [3]
 - b. General
 - c. Public Law 88-352 and 90-284 and Executive Order 11063: Affirmatively Further Fair Housing
 - d. Section 109 of the Act
 - e. Labor standards
 - f. Environmental standards
 - g. National Flood Insurance Program
 - h. Relocation, displacement and acquisition
 - i. Employment and contracting opportunities
 - j. Lead-based paint
 - k. Use of debarred, suspended or ineligible contractors and subrecipients
 - l. Uniform administrative requirements and cost principles
 - m. Conflict of interest
 - n. Executive Order 12372

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**The Noncollusion Statement and
Drug Free Workplace Certification**

NONCOLLUSION DECLARATION

I, _____ declare as follows:
Name of Person Responding to RFP

That I am the party making the attached bid; that the bid is not made in the interest of any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and had not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid or that anyone shall refrain from bidding, that the bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true, and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository or to any member of agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 2009, at _____, _____.
Day Month City State

Signature _____

Written Name _____

This Signature Must Be Notarized Authority: Public Contract Code 7106, CCP 2015.5

DRUG FREE WORKPLACE CERTIFICATION

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the contractor certifies that:

Drug Free Workplace—It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph 1.
4. Notifying the employee in the statement required by Paragraph 1 that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the agency in writing, within ten (10) calendar days after receiving notice under Subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one (1) of the following actions, within thirty (30) calendar days of receiving notice under Subparagraph 4(b), with respect to any employee who is so convicted:
- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency; and
 - (c) Making a good-faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1, 2, 3, 4, 5 and 6.

Signature/ Authorized Official

Date

Title

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Exhibit B

Profiles of Jurisdictions within the Consortium